

FAMILY & YOUTH LITERACY COORDINATOR

DEFINITION

Coordinate, develop, and implement the City Of Chula Vista Public Library's Youth Literacy Tutoring Program and the Families for Literacy Program; present programs to eligible adult and child participants.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Literacy Team Coordinator.

May exercise technical and functional supervision over assigned volunteer and paid contractual staff.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Coordinate, develop and implement the Youth Literacy Tutoring Program and the Families for Literacy Program; develop program objectives and analyze program needs; design, coordinate and present programs to eligible participants; supervise school-age program participants and tutors.

Teach and tutor children and/or adults with reading difficulties and those whose primary language is not English.

Establish policies, procedures and standards for the Youth Literacy Program and the Families for Literacy Program.

Develop and implement appropriate evaluation and assessment tools specifically for the Youth Literacy tutoring program; oversee the Pre- and Post-Assessment of students; assist in the development and implementation of appropriate evaluation and assessment tools specifically for the Families For Literacy program.

Coordinate volunteer recruitment and assist in development of training materials; provide formal and on the job, apprentice-style training to tutors.

Present Parent Orientation Programs and other special parenting programs as needed.

Participate in monthly Chula Vista Public Library Children's Committee meetings.

Work cooperatively with the Literacy Coordinator and Children's Committee to select and purchase a quality collection of children's literature, with particular emphasis on multi-ethnic and multi-cultural materials; assist learners and tutors in book selection, both for the take-home FFL collection and the library.

CITY OF CHULA VISTA
Family & Youth Literacy Coordinator

Coordinate access for participating families to such services as childcare, youth tutoring, parenting classes, parent advocacy groups etc.

Promote awareness of the Youth & Family Literacy programs through speaking engagements, soliciting media coverage, community outreach and networking activities.

Assist in the preparation of budget proposals and reports.

Review and purchase resource materials.

Perform record keeping and reporting duties.

MINIMUM QUALIFICATIONS

Knowledge of:

Early literacy acquisition and development

Research-based instructional techniques and strategies

Reading, Literature and Writing Content Standards for K-6th grade students in California

Adult and youth literacy program needs.

Adult and youth learner needs.

Basic accounting and record keeping.

Computer applications related to area(s) of specialization.

Ability to:

Direct and supervise volunteers, tutors, and youth program participants.

Analyze program as well as individual learner/tutor needs.

Communicate clearly and concisely both orally and in writing.

Read and write complex reports and proposals.

Work directly with various cultural and ethnic groups in a tactful and effective manner.

Develop training materials and learner curriculum.

CITY OF CHULA VISTA
Family & Youth Literacy Coordinator

Establish and maintain cooperative working relationships with those contacted in the course of work

Implement the use of computer software programs and hardware pertinent to areas(s) of specialization.

Understand and follow oral and written instructions.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of increasingly responsible experience in a literacy or specialty reading program.

Training:

Equivalent to a bachelor's degree from an accredited college or university with a major course work in reading, instruction, or family literacy, or a closely related field.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

PHYSICAL DEMANDS

Work is sedentary to light and primary work is performed in a sitting position at a desk. Moderate standing may be required in conducting training sessions. Typical tools used are pencil, pen, telephone, calculator, computer, printer and fax which require motor skills sufficient to repetitively twist head, upper body, arms, grasp, write, keyboard, and handle papers.

Hearing and speech acuity sufficient to communicate in person and by means of a telephone. Visual acuity sufficient to read alphabetical and numerical data from desk and other nearby areas.

WORK ENVIRONMENT

Primary work is performed within an even-floored, carpeted, and air-conditioned office environment with fluorescent lighting and a moderate noise level. Some movement is required from office-to-office and there is occasional exposure to the external environment when going to outlying offices or meetings. Work is frequently disrupted by the need to respond to in-person and telephone inquiries.